

Wellbeing Action Plan – 2021 - 2023

| What we need to deliver   | Purpose  | Timescales                             | To Be Carried Out By  |
|---|--|--|---|
| Consolidate and widely communicate our existing offer and support available to employees.   | <ul style="list-style-type: none"> <li>Create an effective comms and marketing plan which includes promoting our wellbeing offer.</li> <li>Continue to promote and raise awareness of national wellbeing days.</li> </ul>  | September – December 2021 and on going | Comms<br>Wellbeing Delivery Group<br>Departmental Wellbeing Reps            |
| Identify which groups fall into the category of front line and hard to reach employees.<br><br>Establish the most effective methods of communication, to increase awareness and accessibility of wellbeing initiatives. | <ul style="list-style-type: none"> <li>To ensure that staff groups who are most in need of the support can access it.</li> <li>To ensure that all staff can access wellbeing resources</li> </ul>  | September – December 2021              | Wellbeing Delivery Group<br>Departmental Wellbeing Representatives<br>Comms |
| <b>Sleep</b> -Share recording from live Sleep webinar held, during Health and Wellbeing Week.<br><br>-Deliver some sleep sessions for employees (best practice and advice)  | <ul style="list-style-type: none"> <li>One of the first signs of people’s mental state is connected with poor sleep patterns.</li> <li>Sleep can be also more affected during the winter blues and sharing some top tips around advice sleep can help individuals during the darker days of winter.</li> </ul> | September – December 2021              | L&D<br>HRA / Public Health-TBC<br>Wellbeing Delivery Group                  |
| <b>Depression</b> - Top tips for managers and employees in tackling signs of a depressed state, burnout and support for employees before they get into that frame of mind.  | <ul style="list-style-type: none"> <li>To identify early indicators which may lead to individuals entering into a depressed state, ensuring help and advice is promoted and widely communicated.</li> </ul>  | January – March 2022                   | H,S&W A -Wellbeing Advisor<br>Wellbeing Delivery Group                      |



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| <p><b>Physical Exercise –</b><br/>Create an intranet page to promote any new and existing offers:</p>  | <ul style="list-style-type: none"> <li>Physical exercise is critical to maintaining a healthy mind and body.</li> <li>Previous feedback was shown that physical exercise initiatives are very popular.</li> </ul>   | <p>March 2022 and ongoing</p>                          | <p>Comms<br/>Public Health<br/>Wellbeing Advisor<br/>Leicester Yoga<br/>Departmental Wellbeing Reps</p>                |
| <p><b>Mindfulness –</b> Maintain and promote existing offer and programme. (online and possible face to face sessions).<br/><br/>-Top tips in adopting a mindfulness lifestyle to aid good mental wellbeing.</p> | <ul style="list-style-type: none"> <li>Mindfulness has become a popular offer within organisation.</li> <li>Promoting mindfulness courses and sessions on the intranet, various bulletins and communication channels including News for all to raise awareness.</li> <li>Communicate tips and advice regarding the connection of mindfulness and wellbeing and how to incorporate simple techniques.</li> </ul> | <p>On going</p>  | <p>Wellbeing Advisor<br/><br/>Comms L&amp;D<br/><br/>Wellbeing Delivery Group<br/><br/>Departmental Wellbeing Reps</p> |
| <p><b>Resilience –</b> Run <u>existing</u> personal resilience courses across the organisation.<br/><br/>-Proactive sessions for managing mental health and becoming resilient, providing tops tips etc.</p>     | <ul style="list-style-type: none"> <li>Includes dealing with change(s) and adopting personal coping mechanisms to build individual resilience.</li> <li>Develop resilience course, to be advertised on the Hub and offered to all employees.</li> </ul>   | <p>On going<br/><br/>Proactive Resilience sessions</p> | <p>Health, Safety and Wellbeing<br/><br/>L&amp;D<br/><br/>Wellbeing Delivery Group</p>                                 |
| <p><b>Stress Management –</b> Run sessions on stress management techniques.</p>  | <ul style="list-style-type: none"> <li>Stress is becoming an increased issue for employees.</li> </ul>  | <p>October to December 2022</p>                        | <p>Wellbeing Advisor</p>   |

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| <p><b>Anxiety</b>– Identifying early signs and managing anxiety).</p>   | <ul style="list-style-type: none"> <li>▪ Educating employees on why anxiety is experienced, including our body’s natural response to it and how to identify these signs, to be able to self-control anxiety.</li> </ul>          | <p>January to March 2023</p>                      | <p>Wellbeing Advisor</p>   |
| <p><b>Bereavement</b> – Communicate existing offer of training.</p> <p>-Promote bereavement counselling offer available to all employees.</p> <p>-Reminder of HR policy regarding time off for bereavement.</p> | <ul style="list-style-type: none"> <li>▪ Promote existing offer to increase uptake, targeting employees who have suffered from bereavement.</li> </ul>   | <p>Ongoing</p> <p>On going</p> <p>As required</p> | <p>Wellbeing Advisor<br/>Comms<br/>L&amp;D</p> <p>Comms/ Health, Safety and Wellbeing Team</p> <p>HR Strategy Team</p> |
| <p>-Additional wellbeing initiatives to be identified and delivered as required in response to a particular need.</p>   | <ul style="list-style-type: none"> <li>▪ Staff surveys, Wellbeing Board and Departmental Wellbeing Representatives may identify a need for additional initiatives to be development and delivered as an organisation.</li> </ul> | <p>As required</p>                                | <p>Wellbeing Delivery Group<br/>Departmental Wellbeing Representatives</p>   |
| <p>Report progress of the wellbeing offer, to be included in the Health Safety and Wellbeing annual report to CMT.</p>  | <ul style="list-style-type: none"> <li>▪ Gather information of wellbeing activities carried out over 12 months.</li> </ul>   | <p>Annually</p>                                   | <p>Health, Safety and Wellbeing Team</p>   |

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